



Marketer Manual

**Access to the livestock owner management database
& how to work with the BeVision portal**

Table of Content

1 Introduction.....3

1.1 General information.....3

1.2 System requirements3

1.3 Access data.....3

1.4 Registration4

1.5 Password policy5

1.6 Forgotten password.....6

1.7 Logout7

2 Working in the Online Portal8

2.1 Dashboard.....8

2.2 Reporting.....9

2.3 Quantities9

2.4 Profile18

3 Contact20

1 Introduction

1.1 General information

With the online portal "BeVision" (BFS Online Portal) you get direct access to the administration of the livestock owner assigned to you in the database (extranet portal). Here you can view and manage daily updated information about your livestock owners as well as for the two production scopes chicken and turkey fattening the different planning periods, the budget already allocated and the budget which still needs to be allocated. This manual will show you with detailed screenshots how you can use the "BeVision" system.

1.2 System requirements

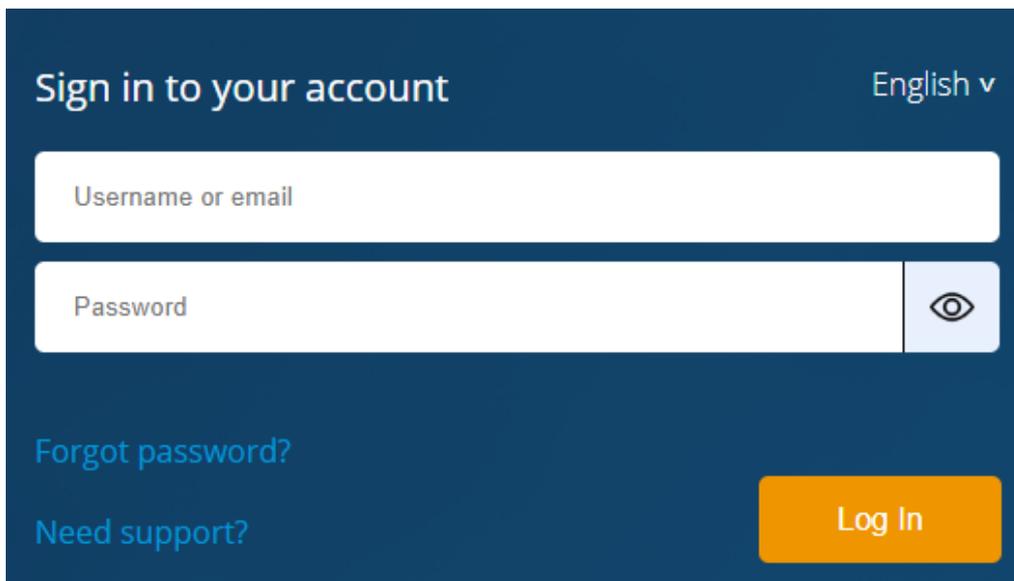
To access the database, you need a PC with Internet access and an Internet browser, e.g. Firefox. In addition, a programme for reading and opening PDF documents should be installed on your computer (e.g. Adobe Reader).

1.3 Access data

You will receive your access data by e-mail after previously sending the registration documents (by fax or e-mail) to the Clearing House. Please log in to your protected area using your personal user name (QS-ID) and password. You can access the database via the following internet address:
<https://tierwohl.bevision.app/>

1.4 Registration

When you access the website, you will be taken to the login dialogue (Figure 1). Please enter your access data (user name/login and password) here. To ensure maximum security, the password must be changed at least every 365 days. You will be prompted to do this automatically by the system when you log in.



Sign in to your account English v

Username or email

Password 

[Forgot password?](#)

[Need support?](#)

[Log In](#)

Figure 1: Login page

1.5 Password policy

Password Policy

The security of your account is very important to us. Therefore the following requirements apply to the password:

Make sure that nobody but you knows your personal password.

Choose a complex password that cannot be guessed very easily.

- The password must be at least 15 characters long
- The user name (or parts thereof) must not be included
- You can not use the last six passwords again
- At least 3 of the following 4 rules must be fulfilled:
 - One capital letter
 - One lower case letter
 - One number
 - One special character (e.g. #?\$...)
- The password must be changed at least every 365 days.

Figure 2: Password policy

1.6 Forgotten password

If you have forgotten your password, you can retrieve it using the "Forgot password?" function (Figure 3).

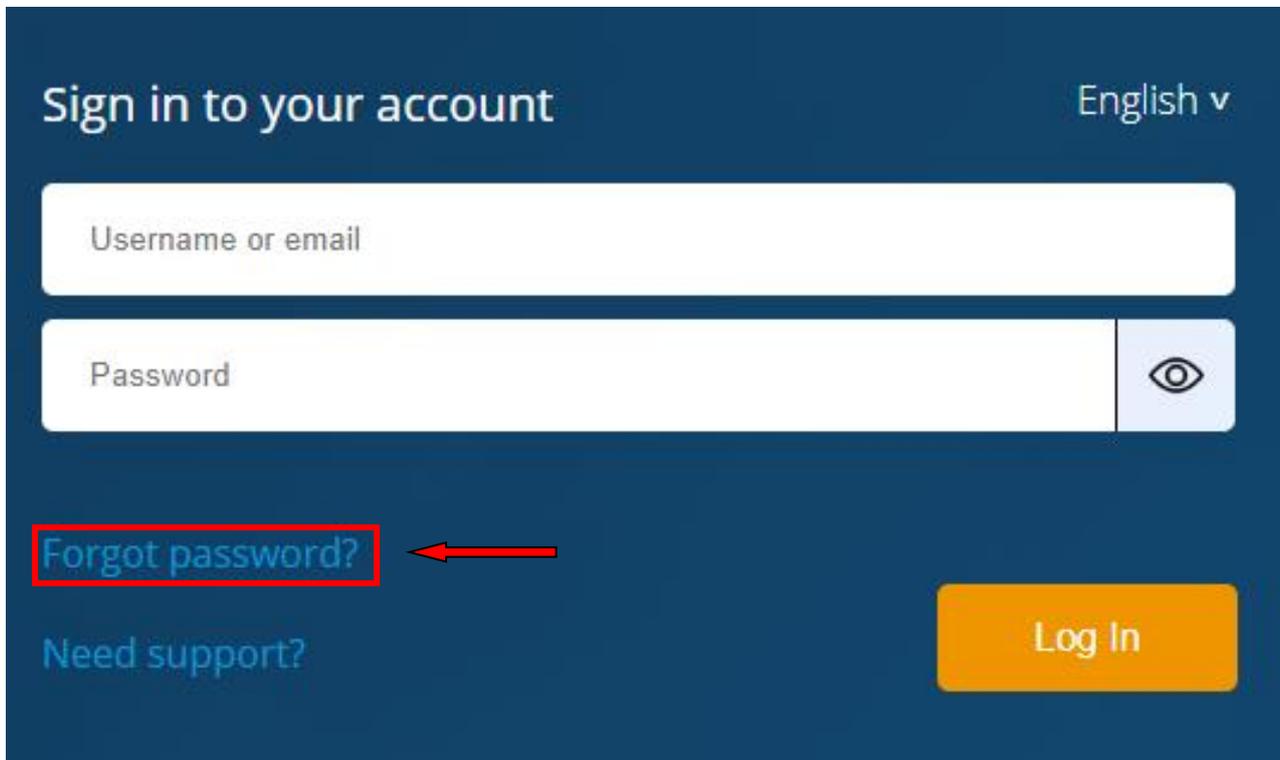


Figure 3: "Forgotten password" function

Now, you can enter your user name or your email address here. End this process by clicking on "Submit" (Figure 4). Further instructions will be send to your e-mail address.

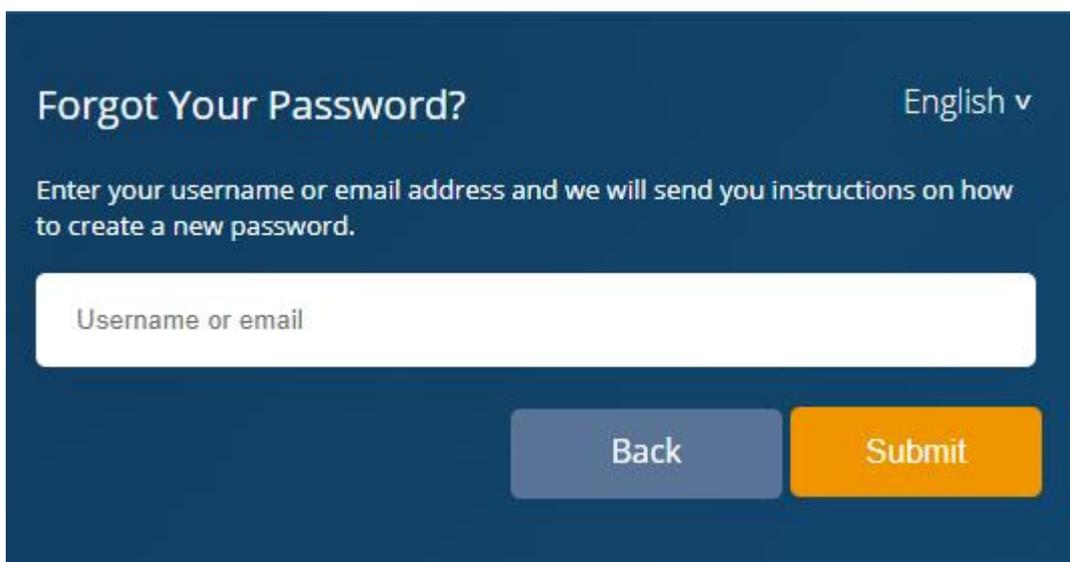


Figure 4: Receive new password

1.7 Logout

In order to avoid misuse, you should properly log out of the online portal. You will find the "Log out" button at the top right, as shown in Figure 5. After successfully logging out, you will automatically be redirected to the log-in page (Figure 1).



Figure 5: Log out

2 Working in the Online Portal

2.1 Dashboard

After successfully logging in to BeVision, you will see your personal dashboard. (Figure 6).

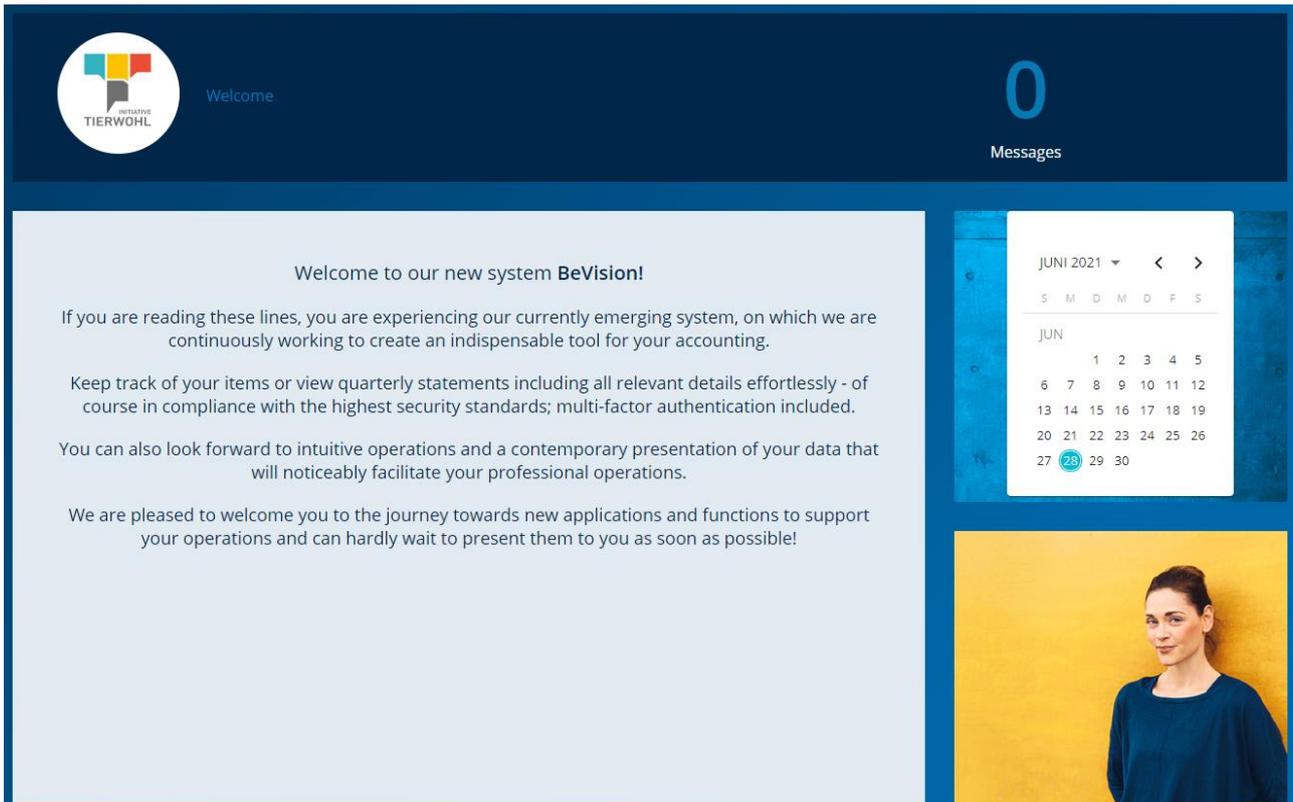


Figure 6: Dashboard

On the left you can choose between 4 different menu items as shown in figure 7, which are also shown as icons to help you:

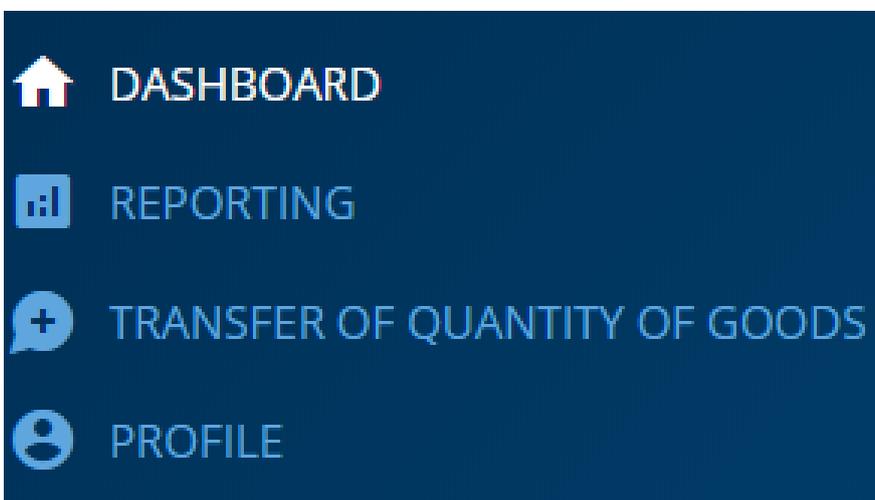


Figure 7: Menu item

2.2 Reporting

As a marketer, you can view the following reports under the second menu point:



Figure 8: Reporting

2.3 Quantities

In the third dialogue "TRANSFER OF QUANTITY OF GOODS" you can enter and cancel the movement data for livestock owners (Figure 9). By entering your quantities into the system, you pass on your data for further processing to the Animal Welfare Initiative and the Animal Welfare Clearing House. In this dialogue you can enter the movement data for one or more livestock owners by simply selecting the orange field "Add quantity of goods".

 A screenshot of a web form titled "TRANSFER OF QUANTITY OF GOODS". The form contains several input fields and controls:

- WVO-NO. (text input)
- PRODUCTION SCOPE (dropdown menu)
- ENTRY DATE (calendar icon)
- SUBMISSION DATE (calendar icon)
- QS-ID (text input)
- UNIT OF MEASURE (radio buttons for KILOGRAM (KG) and UNIT (UNT.))
- QUANTITY (text input)
- TRANSFER (dropdown menu)
- STATUS (dropdown menu)
- CREATED BY (text input)
- APPROVED BY (text input)
- APPROVED ON (calendar icon)
- COMMENT (text input)
- A red-bordered button labeled "Add Quantity of Good" in the bottom right corner.

Figure 9: Input and search mask

A: Input of movement data:

Now the following mask opens, which you fill in one field after the other with the required data.

← BACK

QS-ID *
3032004200823

<input type="checkbox"/>	VVO-NO.	PRODUCTION SCOPE	SUBMISSION DATE	UNIT OF MEASURE	QUANTITY	TRANSFER	COMMENT
<input type="checkbox"/>	VVO-No. *	Production scope *	Submission Date *	<input type="radio"/> Kilogram (Kg) <input type="radio"/> Unit (Unt.)	Quantity *	Transfer *	Comment

CHECKSUM
0

Items per page: 20 1 - 1 of 1 |< < > >|

Cancel Add new row Save

Figure 10: Adding quantity of goods

First select the QS-ID number and complete the following fields:

Fields	Input
VVVO no.	15-digit VVVO no. of the animal keeper
Production scope	4-digit number of the production type of the animal keeper Pig: 2001: Pig - pig fattening 2004: Pig - sow keeping 2008: Pig - piglet rearing Poultry: 3001: Poultry - chicken fattening 3004 (F): Poultry - turkey fattening hens 3004 (M): Poultry - turkey fattening rooster
Submission date	Date according to specified format: dd.mm. yyyy
Unit of measure	Quantity in pieces or KG, is automatically updated based on the prod. scope.
Quantity	Quantity of the unit of measure. This must be greater than 0
Transfer	Selection of positive (add) or negative (cancel) quantity message
Comment	Any input of your choice Hint: For posting a quantity (positive posting) you can add a comment if required. For the cancellation of a quantity (negative booking) a comment is mandatory so that the booking can be saved!
Delete symbol	If necessary, press to remove a line

Table 1: Input fields quantity report

B: Saving movement data

QS-ID *
3032004200823

<input type="checkbox"/>	VVO-NO.	PRODUCTION SCOPE	SUBMISSION DATE	UNIT OF MEASURE	QUANTITY	TRANSFER
<input type="checkbox"/>	VVO-No. *	Production scope *	Submission Date *	<input type="radio"/> Kilogram (Kg) <input type="radio"/> Unit (Unt.)	Quantity *	Transfer *

CHECKSUM
0

Items per page: 20 1 - 1 of 1

Cancel Add new row Save

Figure 11: Saving data sets

- (1) You can enter as many records as you like for another entry of quantities of the same type before saving them. To do this, simply select the orange button "Add new row".
- (2) To save your entries, select the orange "Save" button. If your entries have been saved successfully, a message in green appears for a few seconds at the top of the page as confirmation.

C: Display of quantity notifications

In the dialogue "TRANSFER OF QUANTITY OF GOODS" you will find an overview of all submitted quantities.

SEARCH RESULTS	SUBMISSION DATE	VVVO-NO.	PRODUCTION SCOPE	QUANTITY	UNIT OF MEASURE	QS-ID	TRANSFER	COMMENT	STATUS	CREATED BY	CREATED ON	APPROVED BY	APPROVED ON
<input type="checkbox"/>	01/09/2020	276300120160177	3001	500	Kg	4032004200801	Positive +	Step 12 Known Movement Data	Open	tech_vis25_qa2	20/04/2021	tech_vis25_qa2	20/04/2021
<input type="checkbox"/>	20/10/2020	276300120160177	3001	55	Kg	4032004200801	Positive +	Test	Open	4032004200801	29/06/2021	4032004200801	29/06/2021
<input type="checkbox"/>	01/09/2020	276200120160211	2001	300	Unit	4032004200801	Positive +	T-Block	Settled	tech_vis25_qa2	15/04/2021	tech_vis25_qa2	15/04/2021
<input type="checkbox"/>	01/05/2020	276200120160136	2001	150	Unit	4032004200801	Positive +	Step 13	Blocked	tech_vis25_qa2	22/04/2021	tech_vis25_qa2	22/04/2021
<input type="checkbox"/>	31/03/2016	276300120160113	3001	160	Kg	4032004200801	Positive +	Test Update	Open	4032004200801	11/05/2021	4032004200801	15/06/2021
<input type="checkbox"/>	01/01/2015	276200120160219	2001	40	Unit	4032004200801	Positive +	TEST Step 16 - Invalide Quartal	Open	tech_vis25_qa2	16/04/2021	tech_vis25_qa2	16/04/2021
<input type="checkbox"/>	01/03/2020	276300120160173	3001	400	Kg	4032004200801	Positive +		Open	tech_vis25_qa2	20/04/2021	tech_vis25_qa2	20/04/2021
<input type="checkbox"/>	04/04/2001	276200120160138	2001	200	Unit	4032004200801	Positive +	Step 16	Open	tech_vis25_qa2	22/04/2021	tech_vis25_qa2	22/04/2021
<input type="checkbox"/>	20/10/2020	276300120160177	3001	52	Kg	4032004200801	Positive +	BUG Test	Open	4032004200801	29/06/2021	4032004200801	29/06/2021
<input type="checkbox"/>	01/09/2020	276200120160215	2001	30	Unit	4032004200801	Positive +	TEST Step 13 - Known Movement Data	Open	tech_vis25_qa2	16/04/2021	tech_vis25_qa2	16/04/2021
<input type="checkbox"/>	01/09/2020	276200120160211	2001	20	Unit	4032004200801	Positive +	TEST Step 8 - T-Block	Open	tech_vis25_qa2	16/04/2021	tech_vis25_qa2	16/04/2021
<input type="checkbox"/>	01/03/2020	276300120160175	3001	450	Kg	4032004200801	Positive +	Step 10	Open	tech_vis25_qa2	22/04/2021	tech_vis25_qa2	22/04/2021

Figure 12: Display of quantities

On the far right of the table bar, you can change the column order to suit your preferences by clicking on the equal sign to the corresponding position in the sequence.

CREATED BY	CREATED ON	APPROVED BY	APPROVED ON
tech_vis25_qa2	20/04/2021	tech_vis25_qa2	
4032004200801	29/06/2021	4032004200801	
tech_vis25_qa2	15/04/2021	tech_vis25_qa2	
tech_vis25_qa2	22/04/2021	tech_vis25_qa2	
4032004200801	11/05/2021	4032004200801	
tech_vis25_qa2	16/04/2021	tech_vis25_qa2	
tech_vis25_qa2	20/04/2021	tech_vis25_qa2	
tech_vis25_qa2	22/04/2021	tech_vis25_qa2	
4032004200801	29/06/2021	4032004200801	
tech_vis25_qa2	16/04/2021	tech_vis25_qa2	
tech_vis25_qa2	16/04/2021	tech_vis25_qa2	

CONFIGURETABLE

- SUBMISSION DATE =
- UNIT OF MEASURE =
- VVVO-NO. =
- PRODUCTION SCOPE =
- AMOUNT =
- QS-ID =
- TRANSFER =
- COMMENT =
- STATUS =
- CREATED BY =
- CREATED ON =
- APPROVED BY =
- APPROVED ON =

Figure 13: Configurationtable

To move to the far right of the table, scroll all the way down the table and move the blue bar to the right. These configuration options are available on all dialogues that show a table.

COMMENT	STATUS	CREATED BY	CREATED ON	APPROVED BY	APPROVED ON	⚙️
Step 12 Known Movement Data	Open	tech_vis25_qa2	20/04/2021	tech_vis25_qa2	20/04/2021	⋮
Step 12 Known Movement Data	Open	tech_vis25_qa2	22/04/2021	tech_vis25_qa2	22/04/2021	⋮
Step 12	Open	tech_vis25_qa2	22/04/2021	tech_vis25_qa2	22/04/2021	⋮
Step 12	Open	tech_vis25_qa2	20/04/2021	tech_vis25_qa2	20/04/2021	⋮

Figure 14: Table presentation

D: Searching for quantities and drafts

In the dialogue "TRANSFER OF QUANTITY OF GOODS" you will find an overview of all submitted quantities. You can filter the display or search for your quantity notifications with the help of various filter criteria. The filtering is done automatically after selecting or filling in one of the filter criteria.

Figure 15: Search mask for quantities

Depending on the selection of the filter criteria, the corresponding quantity messages are displayed. Enclosed you will find an explanation of the individual filter criteria:

Filter	Explanation
VVO. no.	15-digit VVVO no. of the livestock owner
Submission date	Date according to specified format: dd.mm.yyyy
Quantity	Quantity of the unit of measure. This must be greater than 0
Created by	User who entered the quantities
Production scope	4-digit number of the production scope of the livestock owner
QS-ID	
Booking	Selection of a positive (add) or negative (cancel) quantities
Approved by	User who approved the quantities
Entry date	Date of entry
Unit of measure	Quantity in pieces or KG
Status	Status of quantities (1): open (2):blocked (3): taken into account in settlement
Approved on	Date of approval

Table 2: Filter criteria for quantity report

E: Editing quantities and drafts

To edit a specific quantity, select it (see Figure 16) and then drag the tab to the right to select the three small dots on the right edge (see Figure 17). By clicking on the right, you can select "Edit". Then the input mask for this quantity opens, which you can now edit. Please do not forget to save it after editing.

SEARCH RESULTS

<input type="checkbox"/>	SUBMISSION DATE	VWVO-NO.	PRODUCTION SCOPE	QUANTITY	UNIT OF MEASURE
<input checked="" type="checkbox"/>	29.06.2020	276300420160129	3004(F)	90	Kg
<input type="checkbox"/>	01.03.2020	276300420160188	3004(F)	749	Kg

Figure 16: Selection of quantity

CREATED ON	APPROVED BY	APPROVED ON	
21.04.2021	tech_vis25_qa2	21.04.2021	
21.04.2021	tech_vis25_c		
21.04.2021	tech_vis25_c		
21.04.2021	tech_vis25_c		

Edit

Remove

Figure 17: Editing a quantity

F: Deleting quantities

Step 1: Highlight the line you want to delete and select "Remove" on the right hand side.

SEARCH RESULTS

<input type="checkbox"/>	SUBMISSION DATE	VVVO-NO.	PRODUCTION SCOPE	QUANTITY	UNIT OF MEASURE
<input checked="" type="checkbox"/>	29.06.2020	276300420160129	3004(F)	90	Kg
<input type="checkbox"/>	01.03.2020	276300420160188	3004(F)	749	Kg

Figure 18: Deleting quantities Step 1

Step 2: Select Delete on the left-hand side.

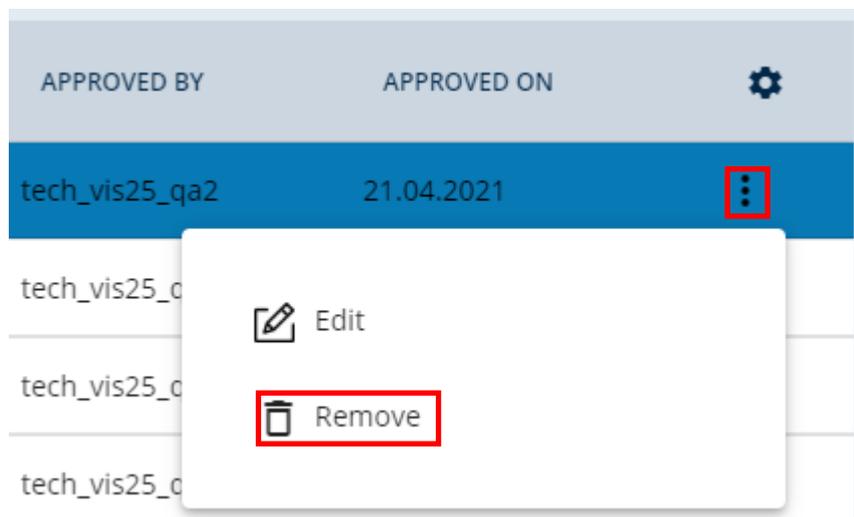


Figure 19: Deleting quantities Step 2

Step 3: Confirm the deletion request with Yes. Your quantity is going to be deleted.

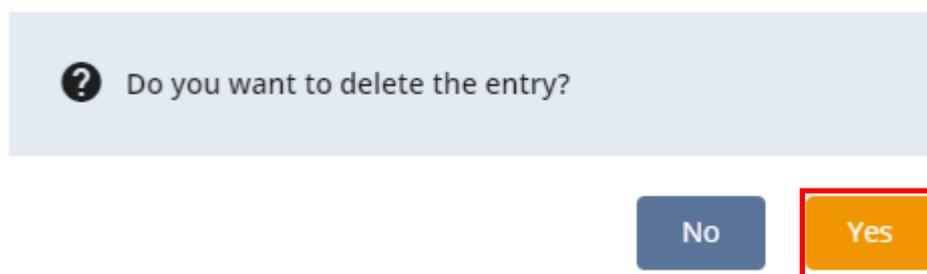


Figure 20: Delete entry

2.4 Profile

In the fourth dialogue, you can view and edit some key data of your profile and also change your standard language settings.

VERMARKTER NAT DE 01

E-Mail

initiative-tierwohl@bertelsmann.de

Fax Number

Telephone Number

Birthday



Language *



English



German

Date Format *

German



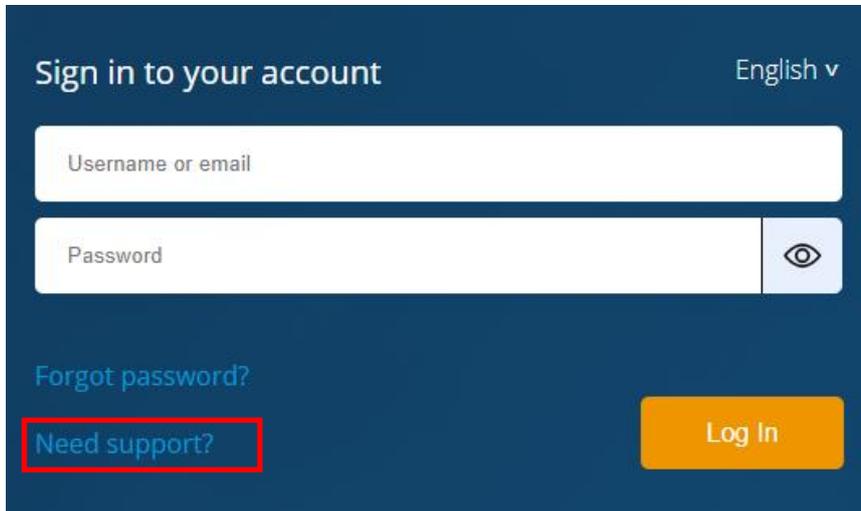
TASKS



Email

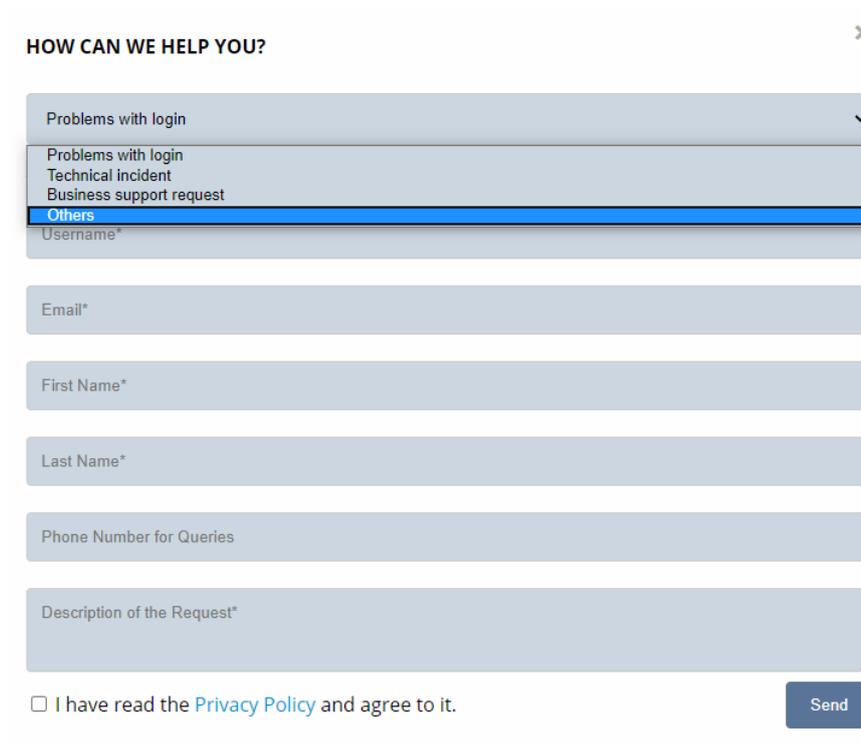
Figure 21: Profile mask

Please note that changes to your master data are only possible via the contact form (Figure 23) when logging in (Figure 22).



The image shows a dark blue sign-in form. At the top left, it says "Sign in to your account" and at the top right, "English" with a dropdown arrow. There are two input fields: "Username or email" and "Password". The password field has an eye icon to toggle visibility. Below the password field, there is a link "Forgot password?". At the bottom left, there is a link "Need support?" which is highlighted with a red rectangular box. At the bottom right, there is an orange "Log In" button.

Figure 22: Changing your master data Step (1)



The image shows a contact form titled "HOW CAN WE HELP YOU?". It has a close button (X) in the top right corner. A dropdown menu is open, showing options: "Problems with login", "Technical incident", "Business support request", and "Others" (which is highlighted in blue). Below the dropdown, there are input fields for "Username*", "Email*", "First Name*", "Last Name*", "Phone Number for Queries", and "Description of the Request*". At the bottom, there is a checkbox "I have read the Privacy Policy and agree to it." and a "Send" button.

IF YOU HAVE ANY QUESTIONS REGARDING THE TRANSFER OF QUANTITY OF GOODS OR BUSINESS ISSUES PLEASE CONTACT:

anfragen@initiative-tierwohl.de

+49 (0) 228 / 35068 - 213

IF YOU HAVE TECHNICAL ISSUES PLEASE CONTACT:

initiative-tierwohl@bertelsmann.de

+49 (0) 5241 / 80 - 43333

Figure 23: Changing your master data Step (2)

3 Contact

If you have any questions regarding the use of BeVision or of the interface, please contact us:

Animal Welfare Clearing House:

Hotline: +49 (0)5241 / 80-43333

E-mail: initiative-tierwohl@bertelsmann.de

For technical queries on the subject of animal welfare, please contact the supporting organization: directly:

Animal Welfare Initiative

Phone: +49 (0) 228 / 336485-0

Fax: +49 (0)228 / 336485-55

E-mail: anfragen@initiative-tierwohl.de

www.initiative-tierwohl.de

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